

# USING THE IOWA BOARD OF PHARMACY ON-LINE VERIFICATION PROCESS

## Navigating the Website

The URL to the Iowa Board of Pharmacy Verifications page is  
<http://www.state.ia.us/ibpe/verification.html>.

**Disclaimer:** These instructions were created on a computer running Windows XP and Excel 2002. Your screen may look different than the screen shots in this document and you may need to modify steps. I will be using the shortcut keys for most of the steps as they are consistent throughout the various programs. These are general instructions and may need to be modified for your own system.

The information provided on the Website is the same information provided through other means of verification and is true and complete to the best of our knowledge. It is the decision of the individual program or organization to determine if the information meets standards for which it is responsible. The Board believes that this site is appropriate for verification information, but is not responsible for determining appropriateness of the information compared to standards of any given organization or program.

## Downloading the Licensee/Registrant Excel File

From the verifications page, click on the file you need, i.e., Pharmacists, Pharmacist Interns, Pharmacy Technicians, Pharmacy, Controlled Substance, or Wholesaler. When asked if you want to Open or Save the file, I would suggest you choose **Open**.

Looking down in your taskbar, you should then see a zipped folder. Click on this folder. A box will appear on your screen with the file you selected. Depending on your operating system, you may have a column in the left with a section titled “Folder Tasks” in which you have an option to “Extract all files.” You can select this, but I would suggest that you just double click on the actual Excel file. If you do this, you will be asked if you want to open this file. Select **Open**.

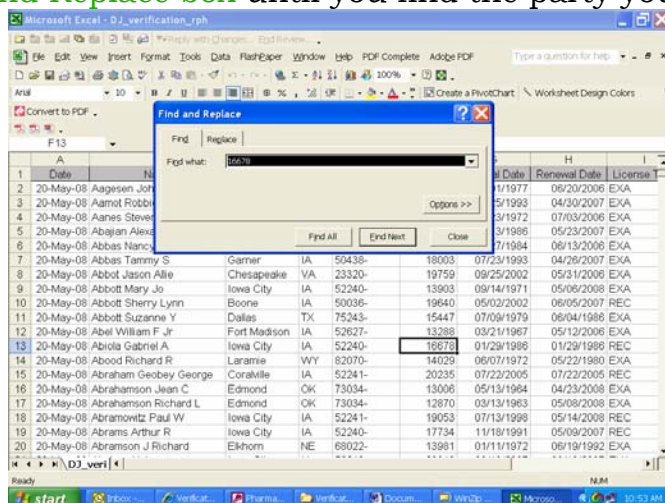
You will also need to download another file from the Website, the printing template, if you haven’t already done so. This file should be saved to your computer in a location where it can easily be retrieved, such as your Desktop. You only need to download this one time.

## Working With the Excel Files.

You should now have two files opened in Excel: the file **printing\_form** and the appropriate licensing data, i.e. **DJ\_verification\_rph**. Have the licensing file visible on your desktop. **For the purpose of this tutorial, I am going to be using the pharmacist verification file, DJ\_verification\_rph.**

The first thing you are going to want to do is search this file for the individual you wish to verify. Using the shortcut keys, do **Ctrl + F** for Find. If you are not comfortable with using shortcut keys, they can select **Edit / Find** in the menu bar. I am unable to provide information on Office 2007.

In the find box, type in either the individual’s Name, last name first name with no commas, or their license #. If searching for a pharmacy or wholesaler, you would type in the establishment’s name. Click **Find Next**. If searching for a name, and the result is not who they are looking for, continue clicking **Find Next** in the **Find and Replace** box until you find the party you are searching for.



After you find the licensee you are searching for, **click** on the line number in the very left column, thereby selecting the entire row.

Microsoft Excel - DJ\_verification\_rph

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	A	B	C	D	E	F	G	H	I
	Date	Name	City	State	Zip	License #	Original Date	Renewal Date	License T
2	20-May-08	Aagesen John A	Ames	IA	50014-	14990	07/01/1977	06/20/2006	EXA
3	20-May-08	Aamot Robbie D	Aberdeen	SD	57401-1453	18115	10/25/1993	04/30/2007	EXA
4	20-May-08	Aanes Steven L	New London	IA	52645-	14144	09/23/1972	07/03/2006	EXA
5	20-May-08	Abajian Alexander	Chicago	IL	60625-	16719	05/13/1986	05/23/2007	EXA
6	20-May-08	Abbas Nancy E	Mason City	IA	50401-	16456	07/27/1984	06/13/2006	EXA
7	20-May-08	Abbas Tammy S	Garner	IA	50438-	18003	07/23/1993	04/26/2007	EXA
8	20-May-08	Abbot Jason Allie	Chesapeake	VA	23320-	19759	09/25/2002	05/31/2006	EXA
9	20-May-08	Abbott Mary Jo	Iowa City	IA	52240-	13903	09/14/1971	05/06/2008	EXA
10	20-May-08	Abbott Sherry Lynn	Boone	IA	50036-	19640	05/02/2002	06/05/2007	REC
11	20-May-08	Abbott Suzanne Y	Dallas	TX	75243-	15447	07/09/1979	06/04/1986	EXA
12	20-May-08	Abel William F Jr	Fort Madison	IA	52627-	13288	03/21/1967	05/12/2006	EXA
13	20-May-08	Abiola Gabriel A	Iowa City	IA	52240-	16678	01/29/1986	01/29/1986	REC
14	20-May-08	Aboud Richard R	Laramie	WY	82070-	14029	06/07/1972	05/22/1980	EXA
15	20-May-08	Abraham Geobey George	Coraville	IA	52241-	20235	07/22/2005	07/22/2005	REC
16	20-May-08	Abrahamson Jean C	Edmond	OK	73034-	13006	05/13/1964	04/23/2008	EXA
17	20-May-08	Abrahamson Richard L	Edmond	OK	73034-	12870	03/13/1963	05/08/2008	EXA
18	20-May-08	Abramowitz Paul W	Iowa City	IA	52241-	19053	07/13/1998	05/14/2008	REC
19	20-May-08	Abrams Arthur R	Iowa City	IA	52240-	17734	11/18/1991	05/09/2007	REC
20	20-May-08	Abramson J Richard	Elkhorn	NE	68022-	13981	01/11/1972	06/19/1992	EXA

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Using the shortcut keys for copy, **Ctrl + C** to copy this line. Alternatively, select **Edit / Copy** in the menu bar. After copying the line, it will look like marching ants around the row.

Microsoft Excel - DJ\_verification\_rph

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Convert to PDF Get Started Check for Hidden Data How Do I...

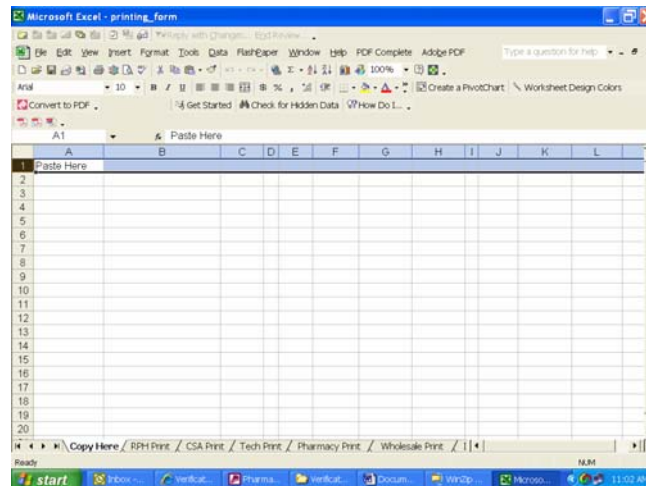
A13 5/20/2008

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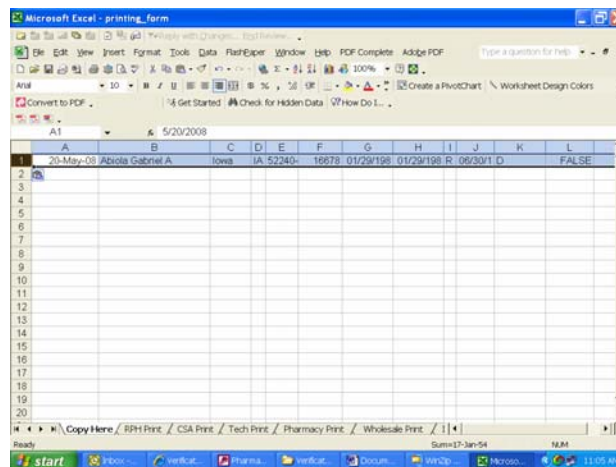
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Now switch to the file **printing\_form** in Excel. You can do this by selecting **Window** and then selecting **printing\_form** from the menu bar (may be different in Office 2007).

The printing form should now be the active workbook. The **Copy Here** worksheet should be active with row 1 highlighted. With this line highlighted, paste your data by doing a **Ctrl + V** or **Edit / Paste** from the menu bar.

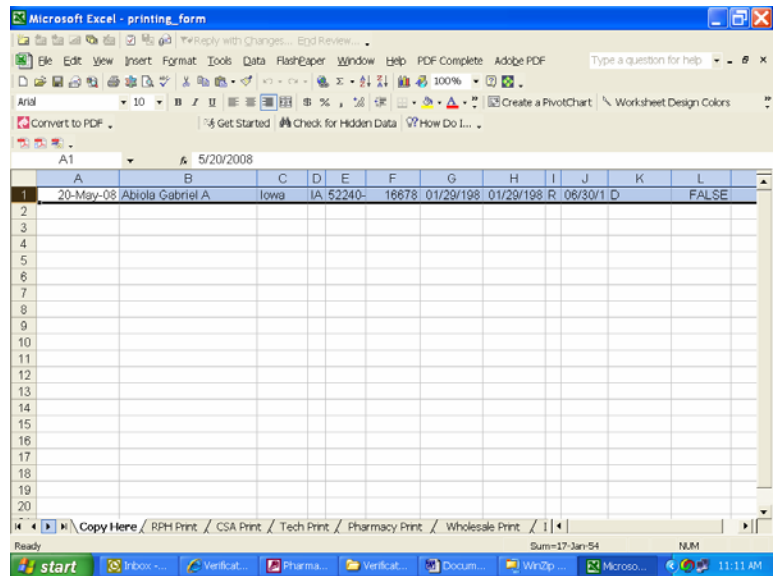


The result should look like this:

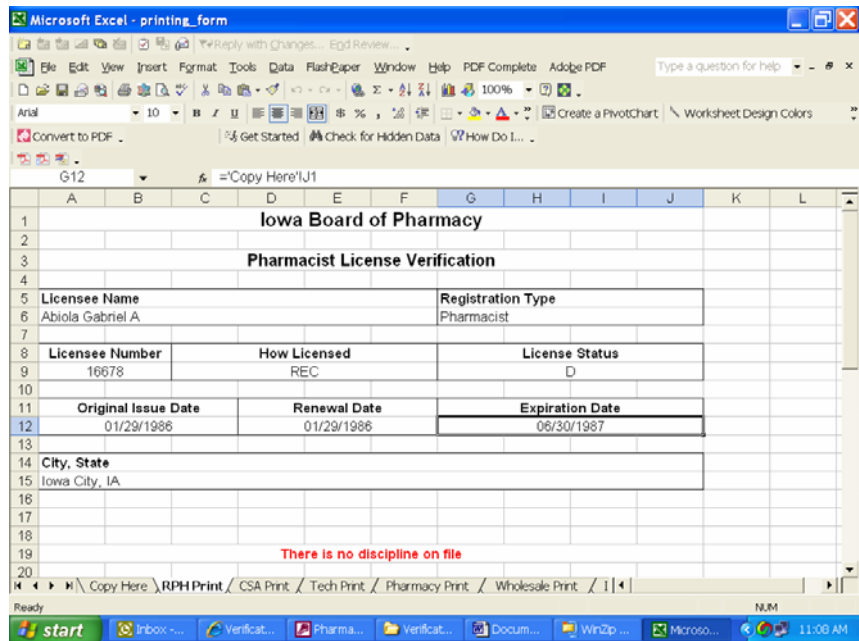


Once the data has pasted, click on the worksheet tab along the bottom for the licensing/registrant group you are verifying. In my examples, I have been using the pharmacist database.

If you do not see a worksheet available that you need, such as Intern, click on the right-facing arrows along the bottom until you see the worksheet you need.



This is the result from my search:



Here is how it looks in print preview:

